



**United States Bankruptcy Court
Middle District of Florida
801 N. Florida Avenue
Tampa, FL 33602-3899**



POSITION ANNOUNCEMENT

Position: Judicial Law Clerk

Location: Tampa, Florida

Starting Salary: \$57,408 - \$81,823*

JSP 11/1 to 13/1 – based on exp.

Date: March 1, 2010

Announcement No. 10-07

Closing Date: March 26, 2010

Position Available: May 2010

Position Overview

The judicial law clerk researches issues of law, attends trials and other court proceedings, drafts opinions, screens perfunctory motions and prepares routine orders for the Honorable Caryl E. Delano, United States Bankruptcy Judge. The caseload in the jurisdiction is heavy. This position is a one-year term law clerk position, subject to renewal for an additional one-year term.

Minimum Qualifications

Applicants must be a law school graduate at the time of appointment, possess excellent research, writing, proofreading, and communication skills. PC proficiency in Windows, MS Office, Excel, Westlaw, and LEXIS is required. Experience on the editorial board of law review or moot court and/or publication of noteworthy articles is desired. Applicants must be admitted to practice law in at least one state or scheduled to take a bar exam. In addition, applicants must have a substantive familiarity with bankruptcy law and have a solid commercial law base.

Application and Selection Procedures

Qualified applicants are invited to submit, on or before March 26, 2010, a cover letter, current resume, salary history, law school transcript and writing sample that has not been edited by anyone other than the applicant. Applicants are encouraged to apply electronically through OSCAR at www.oscar.uscourts.gov, (which allows applicants to upload resume, law school transcript and writing sample) or via U.S. Mail. If applying by mail, please submit application materials in an envelope marked **“CONFIDENTIAL”** to:

Honorable Caryl E. Delano
United States Bankruptcy Judge
United States Bankruptcy Court
801 N. Florida Avenue, #555
Tampa, FL 33602-3899

Interviews will be scheduled after the deadline for receipt of resumes. The best-qualified applicants will be invited for interviews. Applicants selected for interviews must pay all travel expenses. Final candidates will be required to undergo an FBI criminal background check.

The United States Bankruptcy Court is an equal opportunity employer.

Information for Applicants

*Starting salary is commensurate with work experience and prior pay history. Salary may be higher with previous post-law school experience or experience as a law clerk for a federal judge. This position is subject to mandatory electronic fund transfer participation for payment of net pay.

Only qualified applicants will be considered. Appointment to this position is provisional, contingent upon a background check, and retention depends upon a favorable suitability determination after a background investigation has been concluded. All information provided by applicants is subject to verification. Applicants are advised that false statements or omissions of information on any application materials or the inability to meet employment conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed. All court employees are "at will" employees and, therefore, the appointee may be removed from this position at any time if, after reasonable on-the-job training, the appointee fails to perform at a satisfactory level. Applicants must be citizens of the United States of America or be eligible to work in the United States.

Employee Benefits

The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Court employees are not included in the Government's Civil Service classification. They are, however, entitled to similar benefits as other federal employees.

- Merit and classification increases
- Choice of health benefit plans
- Participation in a group life insurance program
- Participation in a group long-term disability insurance program
- Participation in a long-term care program
- Ten paid holidays per year